

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting Minutes

3:30 PM, March 10, 2020
710 Encinitas Blvd., Encinitas, CA 92024
San Dieguito Union High School District Office - Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER
The meeting was called to order at 3:30 p.m. by JUSTIN CUNNINGHAM
2. PLEDGE OF ALLEGIANCE
Commissioner Cunningham led the pledge of allegiance.

Members in Attendance

John Baird
Jeff Charles
Justin Cunningham

Staff in Attendance

Susan Dixon, Director
Kathy Potter, Human Resources Technician

Guests

Carmen Blum
April Llamas
Tina Peterson

3. APPROVAL OF THE AGENDA FOR THE MARCH 10, 2020, PERSONNEL COMMISSION REGULAR MEETING.
It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the agenda for the March 10, 2020, Personnel Commission Regular Meeting.
Passed unanimously
4. APPROVAL OF THE MINUTES FOR THE FEBRUARY 11, 2020, PERSONNEL COMMISSION REGULAR MEETING.
It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the minutes for the February 11, 2020, Personnel Commission Regular Meeting with an amendment to the Public Comments Section as follows: 10.C. Public – Carmen Blum provided an updated list of employees who self-identified as bilingual.
Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED
 - A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Nutrition Services Operations Supervisor, Supervisory Salary Range 11, Open/Promotional-Dual Certification, six months eligibility.
 - B. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Director of Maintenance & Operations, Management Salary Range 5, Group 4, Open/Promotional-Dual Certification, six months eligibility (pending approval of item 7).

- C. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Facilities Construction Planner, SR 52, Open/Promotional-Dual Certification, six months eligibility.
All passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Communications Coordinator, Management Salary Range 11, Open/Promotional-Dual Certification, effective from 2/25/20.
- B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve an Eligibility List for Custodian, SR 32, Open/Promotional- Dual Certification, effective from 3/4/20.
- C. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve an Eligibility List for Custodian Floater, SR 33, Open/Promotional-Dual Certification, eligibility from 3/4/20.
- D. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve a continuous filing Eligibility List for School Bus Driver, SR38, Open/Promotional-Dual Certification, update effective as of 3/4/20.
All passed unanimously

7. CLASSIFICATIONS REVIEWS

Director of Maintenance & Operations

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish a new classification of Director of Maintenance & Operations and approve the job description as presented.
- B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to recommend to the SDUHSD Board of Education allocating the classification of Director of Maintenance & Operations to Salary Range 4 of the Management Employees Salary Schedule.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. DUTIES AND ROLES OF THE PERSONNEL COMMISSION VERSUS THE SCHOOL BOARD REGARDING CLASSIFICATION AND SETTING OF SALARY RANGES

Director Dixon provided a handout referencing California Education Code 45268 and Rules 14.1 and 14.2 from the SDUHSD Rules & Regulations for the Classified Service. Commissioner Baird referenced the Public Employees Relations Board (PERB) cases 177 and 322 and the Educational Employment Relations Board decision #40 and noted that CSEA has the right to negotiate salaries and reclassifications. The commissioners and director shared their opinions as to how a disagreement between the board and the commission might be approached and resolved

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report
- C. Other – Director Dixon commended Analyst Barbara Bass who has been busy developing several new comprehensive exams such as Locksmith.

10. CORRESPONDENCE – None.

11. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association - None
- B. San Dieguito Union High School District

C. Public – Carmen Blum spoke regarding concerns she has about whether the District is providing sufficient bilingual services to non-English speakers and provided a translated document from Diegueno Middle School in which she highlighted errors.

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, April 14, 2020, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNED – 5:08 PM